

CITY OF SEAL BEACH



PUBLIC HEARING APPLICATION PACKET

Available on-line at "www.ci.seal-beach.ca.us"

City of Seal Beach Planning Commission 2011 Tentative Meeting Schedule

Meetings are held the first and third Wednesday's of each month at 7:30 p.m. in the City Council Chambers at 211 Eighth Street, Seal Beach.

*** Deadline dates below are tentative based upon the number of agenda items scheduled for each meeting.**

Meeting Date	*Deadline for Completed Apps	Newspaper Notice
JAN 05	DEC 01	DEC 17
JAN 19	DEC 15	DEC 31
FEB 02	DEC 29	JAN 14
FEB 16	JAN 12	JAN 28
MAR 02	JAN 26	FEB 11
MAR 16	FEB 09	FEB 25
APR 06	MAR 02	MAR 18
APR 20	MAR 16	APR 01
MAY 04	MAR 30	APR 15
MAY 18	APR 13	APR 29
JUN 01	APR 27	MAY 13
JUN 15	MAY 11	MAY 27
JUL 06	JUN 01	JUN 17
JUL 20	JUN 15	JUL 01
AUG 03	JUN 29	JUL 15
AUG 17	JUL 13	JUL 29
SEP 07	AUG 03	AUG 19
SEP 21	AUG 17	SEP 02
OCT 05	AUG 31	SEP 16
OCT 19	SEP 14	SEP 30
NOV 02	SEP 28	OCT 14
NOV 16	OCT 12	OCT 28
DEC 07	NOV 02	NOV 18
DEC 21	NOV 16	DEC 02

* Legal Holiday

Applications for Conditional Use Permits, Variances, and GPA/Zone Changes require a Public Hearing before the City's Planning Commission. To allow Planning Department Staff sufficient time to process an application, it must be deemed complete by the Planning Department thirty-five (35) days prior to a meeting. The Planning Department may take up to a maximum of thirty (30) days to determine whether an application is complete. The City Municipal Code requires Planning Department staff to Notice a Public Hearing two (2) weeks prior to the Public Hearing; this is done in the Seal Beach Sun Newspaper.

OFFICE USE ONLY

Application for: (Check one or more)

- ☐ Conditional Use Permit (CUP)
- ☐ Minor Use Permit (MUP)
- ☐ Variance (VAR)
- ☐ Zone Text Amendment (ZTA)
- ☐ GPA/Zone Change
- ☐ Other _____

Hearing On

PC Mtg. Date: _____

CITY OF SEAL BEACH**PUBLIC HEARING
APPLICATION****FOR OFFICE USE ONLY**

Application No.: _____ Resolution No.: _____

1. Property Address: _____
2. County Assessor Parcel No: _____
3. Applicant Name: _____
Address: _____
Phone: Work () _____ Mobile: () _____
E-Mail Address: _____
4. Property Owner Name: _____
Address: _____
Phone: Work () _____ Mobile: () _____
E-Mail Address: _____
5. General Plan and Zoning Designation: _____
6. Present Use of Property: _____

7. Proposed Use of Property: _____

8. Request For: _____

9. Proof of Ownership

Please attach a photocopy of a picture I.D. and a photocopy of the Grant Deed provided by the applicant.

or

Signed and notarized Property Owner's Affidavit to be completed and attached to the application.

10. Legal Description (or attach description from Title or Grant Deed): _____

By: _____
(Signature of Applicant)

By: _____
(Signature of Property Owner)

(Print Name)

(Print Name)

(Date)

(Date)

Applicant's Affidavit
Radius Map for Public Hearing

I, _____, certify that on the _____ day of _____, prepared an ownership/occupant list and radius map, which included properties and residential dwelling units entirely within or partially within three hundred feet (300') of the most exterior boundaries of the property being considered in the above-referenced case known as (address) _____.

Property Owners. The names and addresses listed were taken from the latest records of the Orange County Assessor. Such names are recorded in the records of the County Assessor as being the present owner(s) of both the property involved in said case and of property in the immediate vicinity thereto.

Occupant Notification. I obtained the mailing addresses of occupants within 300' of the subject property in the following manner: _____

I certify that said ownership/occupant list and radius map are correct and accurate to the best of my knowledge. I also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

Print Name

Applicant's Signature

Date

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PROPERTY OWNER'S AFFIDAVIT

STATE OF CALIFORNIA }
CITY OF SEAL BEACH }
COUNTY OF ORANGE }

(I)/(We) _____
(Name)

swear that (I am)/(we are) the owner of the property at:

(Street Address) (City) (State) (ZIP)

and that (I am)/(we are) are familiar with the rules of the City of Seal Beach for preparing and filing a Public Hearing Application. The information contained in the attached Public Hearing Application is correct to the best of (my)/(our) knowledge and (I)/(we) approve of this application to do the following work: _____

(Print Name) (Signature) (Date)

(Address - Please Print) (City, State & Zip) (Telephone)

STATE OF CALIFORNIA
COUNTY OF _____ }

On _____, 200____ before me, _____ personally
appeared (insert name and title of officer)

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Signature _____ (Seal)

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PUBLIC HEARING APPLICATION CHECKLIST

Requirements	Application Type						
	CUP	GPA	MUP	SP	VAR	ZC	ZTA
Public Hearing Application	✓	✓	✓	✓	✓	✓	✓
Legal Description of Property. with copy of deed restrictions, covenants, or other property restrictions.	✓	✓		✓	✓	✓	✓
*Site Plan – 17 Copies	✓	✓	✓	✓	✓	✓	
*Floor Plan(s) – 17 Copies	✓		✓		✓		
*Elevation Plans – 17 Copies	✓		✓		✓		
Site Photos (street views and on site)	✓		✓		✓		
Color Board – 1 Copy Materials Board – 1 Copy	Only required for new construction projects with over 10,000 square feet of floor area						
Applicant Affidavit for Radius Map including a copy of radius map(s).	✓	✓	✓		✓	✓	
Public Notice Labels for 300- or 500-ft. radius of property in question. - 3 sets for property owners and - 3 sets for occupants (Use Avery Label No. 5160)	✓ 500'	✓ 500'	✓ 300'	✓ 500'	✓ 500'	✓ 500'	
Property Owner's Affidavit (Signed and notarized) – OR – Copy of grant deed with copy of Photo I.D.	✓	✓	✓		✓	✓	
Check for public hearing or MUP fees. (Make check payable to City of Seal Beach)	✓	✓	✓	✓	✓	✓	✓
Water Quality Management Plan	✓	✓	✓	✓	✓	✓	✓

* Instructions for Submittal of Plans

Twelve (12) sets measuring 18" x 24" minimum or 24" x 36" maximum and folded flat to measure as close to 9" x 12" as possible.

Five (5) sets measuring 8½" x 11" or 11" x 17" and folded flat to measure 8½" x 11".